



STATE OF NEW JERSEY



COUNTY BOARD OF TAXATION

C250000-901

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C250000	SCHEDULE NUMBER 901	PAGE NUMBER 1 OF 3
DEPARTMENT County Board of Taxation DIVISION BUREAU		AGENCY REPRESENTATIVE Anthony Crecco TITLE President, Association of County Tax Board Commissioners & County Tax Board Administrators (AREA CODE) TELEPHONE NUMBER (973) 285-6707		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE 		DATE 8/20/99	SECRETARY OF STATE RECORDS COMMITTEE SIGNATURE 	
		DATE 20 JAN 2000		
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Abstract of Ratables (As Part of the Tax List) Consists of an annual report listing each taxing district, the apportionment, the equalized value, properties exempt, etc.	Permanent		Permanent
0002-0000	Annual Tax Appeal Reports of the Board President	Permanent		Permanent
0003-0000	Appeals Include Appraisals, Photos, Correspondence, Complaints and Judgments. NJSA 54:3-26. *Microfilming recommended.	Permanent*		Permanent
0004-0000	NJ Tax Court Tax Appeals Filed With County Includes complaints and judgments.	3 yrs		Destroy
0005-0000	Tax Appeals Register	Permanent		Permanent
0006-0000	Appeal Schedules/Log List Consists of a calendar of scheduled appeals	3 yrs after final entry		Destroy
0007-0000	Judgment Proof Lists Consists of Lists of Judgments of appeals heard. Used as an internal cross reference file.	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0008-0000	Budget Records			
0008-0001	Budgets (Copies) Consists of budgets received from municipalities and school districts upon which assessments are based.	3 yrs		Destroy
0008-0002	School Requirement Certificate (Certificate and Report of School Taxes)	3 yrs		Destroy
0009-0000	Deeds of all Sales (Copies)	Periodic review		Destroy
0010-0000	Equalization Table (As Part of the Tax List) Includes Preliminary and Final Equalization Tables which include the total ratables of each district and the valuation of property as equalized.	Permanent		Permanent
0011-0000	Exempt Property Includes Initial Statements and Further Statements that are used to determine an exemption.	3 yrs		Destroy
0012-0000	Meeting Records			
0012-0001	Minutes of the Board of Taxation *Microfilming recommended.	Permanent*		Permanent
0012-0002	Recordings of Meetings of the Board of Taxation	1 yr or until summary or verbatim transcript is approved as minutes, whichever is later		Erase

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0013-0000	Omitted Assessment and Farmland Rollback Assessments Include Complaints, Hearing Notice and Proof of Service, Judgments. NJSA 54:3-26. *Microfilming recommended.	Permanent*		Permanent
0014-0000	Sales Ratio Sales Ratio Forms SR1A and Monthly Usable Sales Listing.	3 yrs		Destroy
0015-0000	Table of Aggregates of Taxable and Exempt Property (As Part of the Tax List)	Permanent		Permanent
0016-0000	Tax Lists Include Regular Assessment, Added Assessment, Omitted Assessment etc., and Tax Lists. *Microfilming recommended and destroy hard copy.	Permanent*		Permanent
0017-0000	Tax Maps of Each Municipality (Copies)	As updated		Destroy